



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	VIII	Special Interest Topics	
Chapter:	D	Interstate Services	5-16-2011
Subchapter:	2	Out-of-State Placements	
Issuance:	600	<b>Out-of-State Adoptions Referrals to CP&amp;P</b>	

### Types of OSA Requests 11-25-92

CP&P provides adoption services to out-of-state (OSA) public child care agencies. The types of service requests received and which are appropriate for CP&P to process are:

- conducting a home study for prospective adoptive parents (related/unrelated) for a specific child and supervising the placement, if it occurs, with periodic reports to the out-of-state agency;
- supervising an adoptive family whose adoption is not yet finalized and who is moving/has moved to New Jersey, with periodic reports to the out-of-state agency;
- contacting the birth/legal parent to determine willingness to surrender a child;
- conducting an adoption reference check; or
- contacting persons connected with a non-agency adoption placement, if CP&P is appointed a "friend of the court" for an Adoption Complaint Investigation (ACI).

Requests inappropriate for CP&P to process are outlined in Interstate Services Generally, [CP&P-VIII-D-1-100](#). Services are not offered to private agencies. When a private agency requests service, the agency is directed to work with a private New Jersey agency certified to place a child for adoption in this state.

Requests for service from Canadian agencies or International Social Service are processed as interstate adoptive requests.

### Interstate Compact on Placement of Children 11-25-92

The Interstate Compact on Placement of Children ([CP&P-VIII-D-3-100](#)) outlines the rules, regulations and laws regarding placement of children including those placed for adoption. In accordance with the Compact, local or central offices of other states direct requests to the Compact Administrator. Responsibility for administering and coordinating the interstate adoption services is assigned to the Interstate Services Unit

in the CP&P Central Office. Each out-of-state request consists of a referral packet which includes:

- the form [ICPC 100A](#);
- a social summary;
- the court order terminating parental rights, or the surrender of custody;  
and
- a cover letter.

#### **Role of Interstate Services Unit                      11-29-92**

The Interstate Services Unit reviews requests to determine if CP&P has the authority to investigate and if sufficient information has been provided. The Interstate Services Unit:

- acknowledges the OSA request;
- forwards the referral packet to the regional Local Office (LO) for action;  
and
- acts as liaison to the sending state's interstate office in regard to the request.

#### **Procedures Related to Requests Received by Interstate Services Unit                      11-25-92**

RESPONSIBILITY	ACTION REQUIRED
Interstate Services Unit	<ol style="list-style-type: none"><li>1. Review the referral packet to determine the appropriate action.</li><li>2. Notify the other state of receipt of request and<ul style="list-style-type: none"><li>• request more information, if necessary, and</li><li>• advise which LO will process request.</li></ul></li><li>3. Send referral packet to the LO.</li></ol>

#### **Requests Received in the Local Office (LO)                      11-25-92**

### OSA Request Received Through the Interstate Services Unit

The LO Supervisor reviews the referral packet received from the Interstate Services Unit to determine the action required. Within two days of receipt from the Interstate Services Unit, the Supervisor assigns the referral to the LO Worker. The Worker initiates action relative to the request. If it is not possible to complete the request within the time period of thirty (30) working days, the LO acknowledges the receipt of the request, indicating the date of expected completion. All communications to the out-of-state agency are sent through the Interstate Services Unit.

### **OSA Request Received Directly by the LO 11-25-92**

The LO contacts the Interstate Services Unit upon direct receipt of a referral from an out-of-state agency. The Interstate Services Unit advises whether the LO can handle the referral independently or whether it must be processed through the Interstate Services Unit.

### **Procedures Related to Requests Received in the LO 11-25-92**

RESPONSIBILITY	ACTION REQUIRED
LO Manager	<ol style="list-style-type: none"><li>1. Review referral packet and intake (DCF Form <a href="#">1-1</a>, Screening Summary) from Interstate Services Unit and determine appropriate action and urgency of the request.</li><li>2. Contact Interstate Services Unit for clarification, if required.</li><li>3. Assign request to LO Worker in NJS.</li></ol>

### **Surrenders of Custody 11-25-92**

When requested by the out-of-state agency, CP&P contacts the birth/legal parent to determine his willingness to surrender the child for the purposes of adoption. If the birth/legal parent wants to surrender the child, the surrender of custody is obtained according to specific instructions received from the out-of-state agency. Send the Surrender of Custody to the Interstate Services Unit along with a cover letter addressed to the out-of-state agency.

If the birth/legal parent is interested in having the child returned to him, the out-of-state agency is advised through the Interstate Services Unit. If the out-of-state agency asks for an evaluation of the parent's ability to care for the child, the Interstate Services Unit transfers the request to the appropriate Local Office. The Interstate Services Unit advises the Local Office to transfer the OSA material and a summary of contacts with the parent to the Local Office.

### **Home Study                    11-25-92**

An evaluation of the family and the recommendation is particularly important, since in most cases the out-of-state agency bases its decision for placement on the CP&P report alone.

The Worker completes an adoption home study, per [CP&P-IV-C-10-200](#), which includes a criminal history record check. All of the information essential to the study, medical reports, references, etc., is obtained. Either at the time of referral or upon completion of the adoption home study, the OSA advises the Interstate Services Unit of where the adoption is to be finalized.

Send to the Interstate Services Unit for forwarding to the out-of-state agency:

- the adoption home study (3 copies); and
- a brief cover letter addressed to the out-of-state agency (3 copies).

### **Procedures Related to an Adoption Home Study                    11-25-92**

RESPONSIBILITY	ACTION REQUIRED
LO Worker	1. Contact the appropriate person for the purpose of obtaining information relative to the OSA request.  2. Conduct interviews to obtain information per request instructions.
LO Worker/Supervisor	3. Discuss findings and recommendations, if appropriate.
LO Worker	4. Prepare the adoption home study, and a cover letter addressed to the out-of-state agency.
LO Supervisor	5. Review adoption home study

	and sign cover letter.  6. Forward the adoption home study and cover letter to the Interstate Services Unit.
Out-of-State Agency	7. Advise where adoption is to be finalized.
Interstate Services Unit	8. Approve or deny placement on the <a href="#">ICPC 100A</a> .  9. Send materials to out-of-state Compact Administrator.

### **Favorable Recommendation for Home Study**

**11-25-92**

When the adoptive family is approved for the placement of the specific child, the LO Worker arranges with the out-of-state agency for pre-placement interviews and visits according to the age and the needs of the child.

When the family is approved and placement plans begin, the out-of-state agency notifies their Compact Administrator. The out-of-state agency prepares the [ICPC 100B](#) indicating the date of placement with the approved resource. The Interstate Services Unit sends a copy of the signed [ICPC 100B](#) to the LO. The LO then opens a case and initiates supervision.

### **Procedures Related to Favorable Recommendation for Home Study 11-25-92**

RESPONSIBILITY	ACTION REQUIRED
Out-of-State Agency	1. Review home study and recommendation.  2. Notify CP&P of agreement to place the child in adoptive home.
LO Worker	3. Cooperate with OSA in facilitating pre-placement interviews and visits, advising the OSA and the Interstate Services Unit of outcome.
Out-of-State Agency	4. Arrange placement date

	and notify the Compact Administrator in sending state.
Out-of-State Compact Administrator/designee	5. Prepare and sign the ICPC 100 B and send to the CP&P Interstate Services Unit.
CP&P Compact Administrator or designee	6. Send <a href="#">ICPC 100B</a> copies to the LO requesting supervision and progress reports.

### **Unfavorable Recommendation                      11-25-92**

If CP&P determines that the placement plan in New Jersey is contraindicated, the Interstate Services Unit forwards the LO report, advising the out-of-state agency of the recommendation. When the placement will not be made, there will be no further need of CP&P services and the LO files the recommendation in the case record.

### **Procedures Related to Unfavorable Recommendation                      11-25-92**

RESPONSIBILITY	ACTION REQUIRED
Out-of-State Agency	<ol style="list-style-type: none"> <li>1. Review home study and recommendation.</li> <li>2. Notify CP&amp;P of any additional services needed.</li> </ol>

### **Establishing Supervision                      11-25-92**

After placement, supervision is established. In all out-of-state placements when the out-of-state agency retains jurisdiction, the case is registered according to policy to reflect the social and/or financial responsibility of the out-of-state agency and New Jersey's courtesy involvement for the other state.

### **Procedures Related to Establishing Supervision                      11-25-92**

RESPONSIBILITY	ACTION REQUIRED
LO Supervisor	<ol style="list-style-type: none"> <li>1. Review and forward information regarding effective date of</li> </ol>

	placement to Worker.
Worker	<ol style="list-style-type: none"> <li>2. Review materials.</li> <li>3. Verify the child's presence in New Jersey.</li> <li>4. Register case according to policy.</li> </ol>

## **Payments and Medical Coverage      11-25-92**

If the placement involves any payment, the out-of-state agency is responsible for any expenditures and medical coverage for the child. For medical coverage for children who are IV-E eligible, see [CP&P-V-A-3-600](#). The out-of-state agency is also responsible for providing specific information to the foster parent about how to obtain payment for other expenditures made on behalf of the child. It is important for the out-of-state agency to make the foster family aware of these procedures prior to placement in New Jersey or as soon as possible after placement.

If the adoptive or pre-adoptive family is having difficulty locating medical providers to serve the child, CP&P can provide assistance by asking the Local Medical Assistance Unit (LMAU) to help find providers who accept out-of-state Medicaid. The Interstate Services Unit acts as liaison to the out-of-state agency regarding problems related to obtaining medical providers and other services.

If a child requires special services, the Local Office informs the out-of-state agency and obtains their approval. The out-of-state agency advises the LO of the method of vendor payment, if appropriate, before securing the required services.

## **Supervision and Periodic Reports      5-16-2011**

At the request of the out-of-state agency, CP&P is responsible for providing supervision to the child and the adoptive family. Supervision includes observing the relationship between the child and the adoptive family, and providing casework assistance to resolve any difficulties or problems that might develop. CP&P is responsible for establishing a contact schedule and providing casework services as outlined in Volume IV. If services require expenditures, approval of the other state is obtained prior to provision of services, since the other state is financially responsible.

During supervision, continually evaluate the placement. Provide casework services that are relevant to the goals of the case. As a part of on-going casework services, conduct regular interviews with the caregiver and the child to assess the child's and the family's adjustment.

Submit progress reports to the out-of-state agency after the first 30 days and every 90 days thereafter, with transmittal through the Interstate Services Unit (ISU). The frequency of supervision reports requested by the out-of-state agency is specified on the [ICPC 100A](#).

See the ICPC Supervision Report - 30 Day. Workers can find this form and its instructions in the online Forms Manual, Volume X.

The 30 Day Supervision Report includes:

- A summary of all face-to-face contacts;
- A brief summary of the child's current circumstances, addressing the child's safety and well-being in the current placement;
- A list of any unmet needs and recommendations to meet those needs;
- A recommendation to continue the placement, continue supervision, and/or terminate supervision;
- A concurring statement from the receiving State.

The 90 Day Supervision Report includes:

- A summary of all face-to-face contacts;
- A brief summary of the child's current circumstances, addressing the child's safety and well-being in the current placement;
- A list of any unmet needs and recommendations to meet those needs;
- A recommendation to continue the placement, continue supervision, and/or to terminate supervision;
- A concurring statement from the receiving State;
- An assessment of the current placement and caregivers;
- Progress toward the current permanency goal.

See the ICPC Supervision Report - 90 Day. Workers can find this form and its instructions in the online Forms Manual, Volume X.

It is suggested that a tickler system be used to monitor progress report due dates.

## **Procedures Related to Supervision and Periodic Reports 11-25-92**

RESPONSIBILITY	ACTION REQUIRED
LO Supervisor/Worker	1. Determine contact schedule.
Worker	2. Initiate contact schedule.  3. Evaluate on an on-going basis the placement situation and provide necessary casework services.  4. Prepare progress report in triplicate for the out-of-state agency per instructions.
LO Supervisor	5. Review and approve progress report for the out-of-state agency and forward in triplicate to the Interstate Services Unit for review and transmittal.
Interstate Services Unit	6. Review progress report and send to out-of-state Compact Administrator.

### **Unsuccessful Placement                      11-25-92**

Pre-placement adoption preparation and on-going casework services and assistance do not always prevent the failure of a placement.

When the placement is disrupting and removal is indicated, the Worker advises the out-of-state agency by sending a report through the Interstate Services Unit. The reasons for the failure of the placement as observed by the Worker, the adoptive family and the child, if able to verbalize, are included. The out-of-state agency is responsible for making an alternate plan for the child, and advising CP&P of the arrangements.

If emergency removal is required, telephone contact with the OSA can be made followed by a written report.

If the child is unable to remain in the adoptive home while alternate plans are being made by the out-of-state agency, the LO may make temporary foster care arrangements on an emergency basis. The placement requires the consent of the out-of-state agency since social and financial responsibility lies with them.

If abuse/neglect of the child is involved, see the policy and procedures in [CP&P-II-C-2-700](#).

When an alternate placement plan is made by the out-of-state agency, CP&P assists the OSA in returning the child to the sending state. Transportation costs are the responsibility of the other state. Update NJS.

If the out-of-state agency has difficulty in arranging an alternate adoptive placement, the LO may initiate a search for an alternate adoption placement, notifying the Interstate Services Unit of its intention. If the LO locates a possible alternate adoptive placement for the child, the out-of-state agency is advised since responsibility for the child is retained by the out-of-state agency. The out-of-state agency must consent to the alternate plan made by CP&P.

If another adoptive placement is arranged, update NJS.

#### **Procedures Related to Unsuccessful Placement**

**11-25-92**

RESPONSIBILITY	ACTION REQUIRED
LO Worker/Supervisor	1. Evaluate and determine that removal is indicated.
LO Worker	2. Prepare a letter advising agency of the situation.
LO Supervisor	3. Review and sign letter and send in triplicate to the Interstate Services Unit.
Interstate Services Unit	4. Send letter to out-of-state Compact Administrator.
LO Worker	5. Telephone the out-of-state agency (if an emergency situation and with the approval of the LO Supervisor and Interstate Services Unit) and:  6. Request that an alternate placement be arranged, or  7. Advise the OSA that

	<p>CP&amp;P is willing to arrange for temporary foster care or adoptive placement.</p> <p>8. Terminate case when appropriate.</p> <p>9. Update NJS.</p> <p>10. Continue supervision of new placement, if appropriate.</p>
Out-of-State Agency	<p>11. Prepare <a href="#">ICPC 100B</a> to document change in placement.</p>

#### **Requirements for Finalization 11-25-92**

The out-of-state agency completes the [ICPC 100B](#) to document finalization of the adoption, and forwards it to the Interstate Services Unit along with the final court decree.

#### **Finalization in the Other State 11-25-92**

When the adoption is to be finalized in the other state, the out-of-state agency is advised when the final report is being sent. Included in the report is a recommendation regarding the adoption. The recommendation is based on the assessment of the supervision period and any special requirements of the out-of-state agency. The out-of-state agency is advised to notify CP&P when the adoption is finalized.

#### **Finalization in New Jersey 11-25-92**

Prior to termination of the supervisory period, the other agency is requested to transfer Surrender of Custody and Consent for Adoption to CP&P unless the out-of-state agency is an agency approved to place children for adoption in New Jersey by the Office of Licensing. In this case, the out-of-state agency issues its own consent directly to the court. Once the consent has been received by CP&P, the steps followed in finalizing an interstate adoption are exactly the same as for a CP&P child. See [CP&P-IV-C-10-200](#).

#### **Termination of Supervision 11-25-92**

When the adoption is finalized, the Worker notifies Interstate Services Unit and forwards copies of the final decree of adoption in triplicate. The Worker then terminates supervision in NJS.